



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: **09 September 2019**

Country: Republic of Moldova, Chisinau

Description of the assignment: International Czech consultant in Energy and Climate Planning

Project name: "Transfer of Czech experience in the development and implementation of the Sustainable Urban Mobility Plan of the Chisinau Municipality"

UNDP/GEF Project: Moldova Sustainable Green Cities – Catalysing investment in sustainable green cities in the Republic of Moldova using a holistic integrated urban planning approach

Period of assignment/services: 75 working days till June 2020

Contract type: Individual contract

Proposal should be submitted online by pressing the "Apply Online", **no later than 20th September, 2019.**

Requests for **clarification only** must be sent by standard electronic communication to the following e-mail: Alexandru.rotaru@undp.org. UNDP will respond by standard electronic mail and will send written copies of the response, including an explanation of the query without identifying the source of inquiry, to all applicants.

1. BACKGROUND

The Czech-UNDP Partnership for SDGs (hereafter CUP) project "Transfer of Czech experience in the development and implementation of the Sustainable Urban Mobility Plan of the Chisinau Municipality" is linked with the UNDP/GEF project "Moldova Sustainable Green Cities – Catalyzing investment in sustainable green cities in the Republic of Moldova using a holistic integrated urban planning approach", to be implemented during 2018–2022 years.

The objective of the project is to activate investments in low carbon green urban development based on integrated urban planning approach by encouraging innovation, participatory planning and partnerships between a variety of public and private sector entities.

As a tool for this, the project will support the design, launching, and establishment of the Green City Lab (hereafter GCL) to become the leading knowledge management and networking platform, clearing house, an inter-mediator of finance and a source of innovations and expertise to catalyze sustainable low carbon green city development in Moldova with a mission to transform Chisinau and other urban centers in Moldova into modern green and smart European cities with improved quality of life for their citizens, while also demonstrating opportunities for sustainable economic growth.

The direct global environment benefits of the project are expected to reach at least 200,000 tons of CO₂, resulting from the concrete pilot/demonstration projects in the building energy efficiency, transport and waste sectors. These are complemented by project's indirect GHG emission reduction impact at the estimated amount of 2.4 million tons of CO₂ by scaling up, replicating and mainstreaming the project results and activities, including those of the Green City Lab.

GENERAL CONTEXT

The Sustainable Energy and Climate Action Plan (SECAP) is the key document that shows how a Covenant signatory will reach its commitments by 2030. The development of the SECAP primarily draws on the findings from the Baseline Emission Inventory (BEI) and the Climate Change Risk and Vulnerability Assessment (RVA). Through the development of the BEI, the signatory is able to develop an overview of its greenhouse gas (GHG) emissions and set appropriate strategies to reach its reduction target (of at least 30% by 2030 compared to the baseline). Similarly, the RVA identifies the most relevant climate hazards and vulnerabilities affecting the local authority, facilitating the process of addressing such risks through the development of an adaptation strategy and identification of appropriate adaptation actions. Through the combination of these aspects, the SECAP defines concrete measures for both climate mitigation and adaptation, with timeframes and assigned responsibilities, translating the long-term strategy into action. Signatories commit themselves to submitting their SECAPs within two years following adhesion.

To ensure that adequate action is taken to mitigate and adapt to Climate Change, the SECAP should not be regarded as a fixed and rigid document. Since circumstances can change and the ongoing actions provide results and generate local experience, it may be useful or necessary to revise the plan on a regular basis.

Opportunities to make cities more climate-resilient arise with every new development project to be approved by the local authority. The impacts of missing such an opportunity can be significant and will last for a long time. This means that climate related considerations should be taken into account for all new developments, even if the SECAP has not yet been finalized or approved.

The Municipality of Chisinau became a signatory to the Covenant of Mayors (CoM) in 2011. In order to comply with the requirements of the Covenant the Municipality was required to elaborate and submit a SEAP based on the most accurate baseline data available. In the case of Chisinau, the baseline year was 2010.

A Sustainable Energy Action Plan (SEAP) was drafted by an external project but never adopted by the Council. The lesson learned was lack of municipality ownership while SEAP developing process. Moreover, the SEAP was developed by an external consultant, which's contract was not synchronized with the CoM hearings and approval meeting, consequently there was no-one to present the document at the CoM meeting to gain approval. Overall, the Municipality still lacks the presence of experienced staff to draft, implement or monitor the SECAP, although the ambition remains to adopt one with a view to gaining EU support for projects.

Given that Chişinău municipality failed to approve a SEAP within 2 years from adherence date, they are now a Suspended Signatory. In 2019 Chisinau Municipality showed their interest in reactivating their status within Covenant of Mayors, by committing to the new 2030 objectives. In order to

finalize all official procedure, a decision of Municipal Council is expected to be obtained till the end of 2019. A new SECAP will have to be developed, approved by Municipal Council, and uploaded via the CoM web-page within 2 years after that decision. Development of the new SECAP must take into consideration the learning points from the past SEAP development experience.

As several cities from the Czech Republic (e.g. Praha, Brno, Ostrava, Liberec, Litomerice, Pisek, Tabor) have already experience in Sustainable Energy and Climate Planning, the replication of the best practices and lessons learned will be of benefit for both countries.

This CUP project is directly linked with the UNDP/GEF project "Moldova Sustainable Green Cities" activities aiming to support Chisinau municipality in elaboration of the Sustainable Energy and Climate Action Plan (SECAP).

OBJECTIVES

The Overall Objective of the tendered services funded by the Czech-UNDP partnership (hereafter CUP) is to strengthen the capacities of the Chisinau municipal public authorities in sustainable energy and climate planning through transfer of the Czech relevant experience and knowledge. The expected result of the project is the enabling environment for successful development and approval of the Sustainable Energy and Climate Action Plan of the Chisinau Municipality, based on the CoM Guidebooks and forms (see <https://eumayors.eu/support/library.html>).

As part of this project, UNDP through its Green City Lab, will partially support the development of the SECAP. The funding from the UNDP-Czech Partnership will facilitate expert support in the guidance for SECAP development. Through the technical assistance and expert support for the development of the SECAP, Chisinau authorities will be able to learn from the Czech and EU experience and approaches in modern practices used for Climate Change mitigation and adaptation at local level.

For Climate Change mitigation, the main target sectors are buildings, municipal utility services, equipment/facilities and urban transport. The SECAP may also include actions related to local electricity production (development of solar photovoltaic (PV), wind power, and improvement of local power generation), and local heating/cooling generation. In addition, the SECAP should cover areas where local authorities can influence energy consumption on the long term (as land use planning), encourage markets for energy efficient products and services (public procurement), as well as changes in consumption patterns (working with stakeholders and citizens). On the contrary, the industrial sector is not a key target of the Covenant of Mayors, so the local authority may choose to include actions in this sector or not.

For adaptation to the impacts of Climate Change, the SECAP should include actions in the sectors and areas, which are likely to be most vulnerable to Climate Change in a city (hotspots). Vulnerable sectors (e.g. buildings, transport, energy, water, waste, land use planning, environment & biodiversity, agriculture & forestry, health, civil protection & emergency, tourism) can vary considerably within urban perimeters, from one city to another, from urban areas to more rural areas: this is why gaining a deep understanding of the hazards and vulnerabilities of the local authority is of paramount importance.

Finally, as recognised by the Paris Agreement establishing a global goal on mitigation and adaptation and putting mitigation and adaptation in parity, SECAPs should seek and identify complementarities between mitigation and adaptation, and mainstream them into existing sectorial policies in order to foster synergies and optimize the use of available resources. Due consideration should be taken during the development of mitigation and adaptation actions alike to enhance synergies, and to the greatest extent possible, avoid adverse impacts. This is particularly relevant in the case of maladaptation, where actions might lead to an increased vulnerability of other systems, sectors or social groups.

The time horizon of the Covenant of Mayors is 2030. Therefore, the SECAP must contain a clear outline of the strategic actions that the local authority intends to take in order to reach its commitments by 2030. The SECAP may cover a longer period, but in this case, it should contain intermediate values and objectives for the year 2030.

Based on the SEAP experience, the SECAP process should not be conceived by the different departments of the local authority administration as an external issue, but it has to be integrated into everyday processes. The SECAP should outline which structures are in place or will be organised in order to implement the actions and follow the results. It should also specify the human resources made available.

Stakeholders engagement is another relevant point for SECAP development. In order to develop successful mitigation and adaptation planning, multiple stakeholder engagement is required. Stakeholder engagement should be carried out since the very first steps of the planning process until the end of it, in order to have a successful planning. The plan has to describe how the citizens and stakeholders have been involved in its elaboration, and how they will be involved in implementation and follow up. Advisory Groups should be created to ensure an exhaustive understanding of city specificities and problems, meet end-user expectations, guarantee a common agreement about selected indicators, and ensure a full uptake of the main outcomes and their inclusion into decision-making.

2. SCOPE OF WORK, RESPONSIBILITIES AND DESCRIPTION OF THE PROPOSED ANALYTICAL WORK

The international Consultant shall transfer knowledge, skills and good practices through provided consultancy services in close collaboration with national consultant in Energy and climate planning to the official representatives of the Chisinau Municipality. The Consultant will work under direct supervision of the Green Cities Project Manager and UNDP Country Office in Moldova. The consultant will provide his assistance based on Guidebook 'How for preparatory works related to the development of Sustainable Energy and Climate Action Plan (SECAP)':

<https://ec.europa.eu/jrc/en/publication/eur-scientific-and-technical-research-reports/guidebook-how-develop-sustainable-energy-and-climate-action-plan-secap>

Additionally, to the SECAP development consultant is asked to provide the methodological advice for Energy Management Unit of the Chisinau municipality (EMU) in terms of (i) Energy Management standards and (ii) Methodologies for Baseline Emissions Inventory and Climate Change Risk and Vulnerability Assessment. Also, it is expected that the consultant will screen current capacities of the EMU and based on an analytical work will develop basic capacity building needs.

The consultant will have the following responsibilities:

- Carrying out an analysis of the status quo of the developed SEAP;
- Providing support in clearly identifying overall commitments of the SECAP;
- Gap analysis of data availability for SECAP development;
- Estimating stakeholders' engagement potential and their roles in data collection for transport, building, water, municipal and hazardous waste sectors, etc.
- Providing support in assignment of Energy Management Unit as official administrative structure, responsible for SECAP elaboration and implementation;
- Providing support regarding the involvement of stakeholders and citizens in the preparation of SECAP and their further role in the ensuing implementation;

- Providing support to national consultants and group of experts in data collection and preliminary analysis.

For detailed information, please refer to the Terms of Reference.

3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

Academic qualifications:

- Master's degree in energy, environment and/or climate planning, urban development and/or other related fields;

Experience:

- At least seven (7) years of professional experience in energy, environment and/or climate planning, urban development and/or other related projects funded by international donors including UNDP or other donors
- Previous working experience from the Czech Republic and /or EU in terms of a specific track record of cooperation with institutions and bodies responsible for public policies in energy, environment and/or climate planning, urban development;
- Good knowledge of state-of-the-art approached and best international practices in action planning
- Good analytical and problem-solving skills and the related ability for adaptive management with prompt action on the conclusion and recommendations coming out from the assignment;
- Demonstrated understanding of issues related to gender; experience in gender sensitive evaluation and analysis;
- Proven experience in preparation of written reports in an accurate and concise manner in English;
- Excellent computer literacy (Word, Excel, Internet, Power Point).

Language requirements:

- Proficiency (verbal and written) in English; working level of Romanian and/or Russian will be an asset;

4. DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSALS

Interested individual consultants must submit the following documents/information to demonstrate their qualifications:

1. Proposal: Brief proposal explaining why you are the most suitable for this consultancy including confirmation on availability to take up assignment for the whole period.
2. Curium Vitae.
3. Financial proposal (in USD, specifying the total lump sum amount as well as the requested amount of the fee per day).
4. Offeror's Letter confirming Interest and Availability.

5. FINANCIAL PROPOSAL

Lump sum contracts

The financial proposal shall specify a total lump sum amount, and payment terms around specific and measurable (qualitative and quantitative) deliverables (i.e. whether payments fall in installments or upon completion of the entire contract). Payments are based upon output, i.e. upon delivery of the services specified in the TOR.

In order to assist the requesting unit in the comparison of financial proposals, the financial proposal will include a breakdown of this lump sum amount (including all related costs e.g. fees, taxes, travel, phone calls etc.) and the number of anticipated working days. The consultant shall bare costs for all supplies needed for data collection and data processing including possession of his own personal computer.

Travel

All envisaged travel costs must be included in the financial proposal. This includes all travel to join duty station/repatriation travel. Consultant will have a total of 4 missions, 5 days each to Chisinau, Moldova. In general, UNDP should not accept travel costs exceeding those of an economy class ticket. Should the IC wish to travel on a higher class he/she should do so using their own resources. In the case of unforeseeable travel, payment of travel costs including tickets, lodging and terminal expenses should be agreed upon, between the respective business unit and Individual Consultant, prior to travel and will be reimbursed.

6. EVALUATION

Initially, individual consultants will be short-listed based on the following minimum qualification criteria:

- Master's degree in energy, environment and/or climate planning, urban development and/or other related fields;
- At least seven (7) years of professional experience in energy, environment and/or climate planning, urban development and/or other related projects funded by international donors including UNDP or other donors;

The short-listed individual consultants will be further evaluated based on the following methodology:

Cumulative analysis

The award of the contract shall be made to the individual consultant whose offer has been evaluated and determined as:

- a) responsive/compliant/acceptable, and
- b) having received the highest score out of a pre-determined set of weighted technical and financial criteria specific to the solicitation.

* Technical Criteria weight – 60% (300 pts)

* Financial Criteria weight – 40% (200 pts)

Only candidates obtaining 210 points would be considered for the Financial Evaluation.

| Criteria | Scoring | Maximum Points Obtainable |
|---|---|---------------------------|
| Technical | | |
| Master's degree in energy, environment and/or climate planning, urban development and/or other related fields; | (Master's degree – 40 pts, PhD – 50 pts.) | 50 |
| At least seven (7) years of professional experience in energy, environment and/or climate planning, urban development and/or other related projects funded by international donors including UNDP or other donors; | (7 years – 20 pts each additional year 10 pts up to max – 50 pts") | 50 |
| Previous working experience from the Czech Republic and /or EU in terms of a specific track record of cooperation with institutions and bodies responsible for public policies in energy, environment and/or climate planning, urban development; | (less than 3 years – 0 pts; 3 years – 10 pts; 5 years – 20 pts each additional year 5 pts up to max – 30pts") | 30 |
| Previous working experience with UNDP or other international agencies will be an asset; | (< 3 assignments – 10 pts; >3 assignments – 20 pts) | 20 |
| Interview (demonstrated technical knowledge and experience; communication/ interpersonal skills; initiative; creativity/ resourcefulness) Only the first 5 top ranked candidates shall be invited | | |
| Good analytical and problem-solving skills and the related ability for adaptive management with prompt action on the conclusion and recommendations coming out from the assignment; | limited –<10 pts, satisfactory – <20pts, extensive – <30 pts. | 30 |
| Demonstrated understanding of issues related to gender; experience in gender sensitive evaluation and analysis; | limited –<5 pts, satisfactory – <15pts, extensive – <30 pts. | 30 |
| Good knowledge of state-of-the-art approached and best international practices in action planning; | limited –<10 pts, satisfactory – <15 pts, extensive – <20 pts. | 20 |
| Proven experience in preparation of written reports in an accurate and concise manner in English; | limited –<15 pts, satisfactory – <20 pts, extensive – <30 pts. | 30 |

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| Excellent computer literacy (Word, Excel, Internet, Power Point); | limited – <10 pts, satisfactory – <15 pts, extensive – <20 pts | 20 |
| Proficiency (verbal and written) in English; working level of Romanian and/or Russian will be an asset; | (English – max 10 pts., Russian – max 10 pts. or Romanian – max 10 pts.) | 20 |
| Maximum Total Technical Scoring | | 300 |
| Financial Evaluation Scoring | | |
| Evaluation of submitted financial offers will be done based on the following formula: $S = F_{min} / F * 200$ S – score received on financial evaluation; Fmin – the lowest financial offer out of all the submitted offers qualified over the technical evaluation round; F – financial offer under consideration. | | 200 |

Winning candidate

The winning candidate will be the candidate, who has accumulated the highest aggregated score (technical scoring + financial scoring).

The United Nations Development Programme is committed to workforce diversity. Women, persons with disabilities, Roma and other ethnic or religious minorities, persons living with HIV, as well as refugees and other non-citizens legally entitled to work in the Republic of Moldova, are particularly encouraged to apply.

Important notice

The applicant's who has the statute of Government Official / Public Servant, prior to appointment will be asked to submit the following documentation:

- a no-objection letter in respect of the applicant received from the government, and;
- the applicant is certified in writing by the government to be on official leave without pay for the entire duration of the Individual Contract.

A retired government official is not considered in this case a government official, and as such, may be contracted.

ANNEXES:

ANNEX 1 – TERMS OF REFERENCES (TOR)

ANNEX 2 – INDIVIDUAL CONSULTANT GENERAL TERMS AND CONDITIONS